

User Manual for the SAP Business Objects BI Platform 4.1 System (BI Suite)

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In this section you will learn how to distribute your reports to other BI Suite users.

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This section introduces the terminology used in BI Suite and you will learn how to build and run simple queries to retrieve data through a universe.

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In this section you will learn how to set up query conditions. By using query conditions, you can limit the data returned from the underlying database.

Section 1: Getting Started with BI Suite

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Login

BI Suite is accessed through a channel in MyEd so you must first be registered with EASE to gain access to BI Suite. Once logged into MyEd you will need to add a channel called Reporting + Analytics. To open BI Suite click on the box that says 'Start BI Launchpad'

The screenshot shows the University of Edinburgh MyEd Student and Staff Portal. The 'Systems' tab is selected in the top navigation bar. In the 'Reporting + Analytics' section, there is a 'Start BI Launchpad' button. A large red arrow points to this button.

This will open up a new window and take you to the BI Suite home page

The screenshot shows the SAP BI Suite home page. It features several sections: 'My Recently Viewed Documents' (including reports like 'Age Gender Length of Service Profile' and 'Contract Review Date Report'), 'My Recently Run Documents' (empty), '0 unread messages in My Inbox' (empty), '0 Unread Alerts' (empty), and 'My Applications' (with icons for SAP BusinessObjects and SAP Crystal Reports).

Finding and Opening Documents

On the home page you can see a list of any recently viewed documents and you can click on the document name to open these. If you want to see all documents you need to click on the 'Documents' tab at the top left of the page.

Your personal documents will be held in the drawer titled My Documents, which has a folder called My Favourites and an Inbox. In the folder called My Favourites you will see a list of your personal documents and in the Inbox you will see any documents that have been sent to you by other users. If you are unsure which folder a document is held in you can use the search function by typing the name of the document (or part of the name) into the search bar at the top of the page. This will show you any reports that match what you have searched for and which folders they are in. (please note the reports listed below are examples only)

The screenshot shows the SAP Home page with the 'Documents' tab selected. The left sidebar includes links for Home, Documents, View, New, Organize, Send, More Actions, and Details. Under 'My Documents', there are sections for 'My Favorites' (containing a folder for Web Intelligence and several reports like 'Age Gender Length of Service Profile', 'Athena Swan - Academic Applications (eRec)', etc.), 'Inbox' (empty), and 'Personal Categories' (empty). A search bar at the top right contains the text 'age'. The main area displays a table of documents with columns: Title, Type, Description, and Created By. The table shows 7 items:

| Title | Type | Description | Created By |
|--|------------------|--|------------|
| ~WebIntelligence | Folder | | dkilgall |
| Age Gender Length of Service Profile | Web Intelligence | List employees details including age, gender | dkilgall |
| Athena Swan - Academic Applications (eRec) | Web Intelligence | | dkilgall |
| Athena Swan - Academic Applications (vacancy) eRec | Web Intelligence | | dkilgall |
| Athena Swan - Academic New Starts (daily) | Web Intelligence | | dkilgall |
| Athena Swan - Leavers for Turnover | Web Intelligence | | dkilgall |
| T4 HTBN Staff | Web Intelligence | | dkilgall |

Viewing Existing Documents

To view an existing document, click on the document name. The report results will now be shown on the screen or you will be prompted to enter some details for the report to run e.g. dates. Note: It is best to click on 'refresh data' to allow any changes in data to be reflected in the report.

Saving and Closing a Document

Documents are saved by selecting the save icon from the toolbar. You will be prompted to give your document a name and it will be saved to your favourites folder.

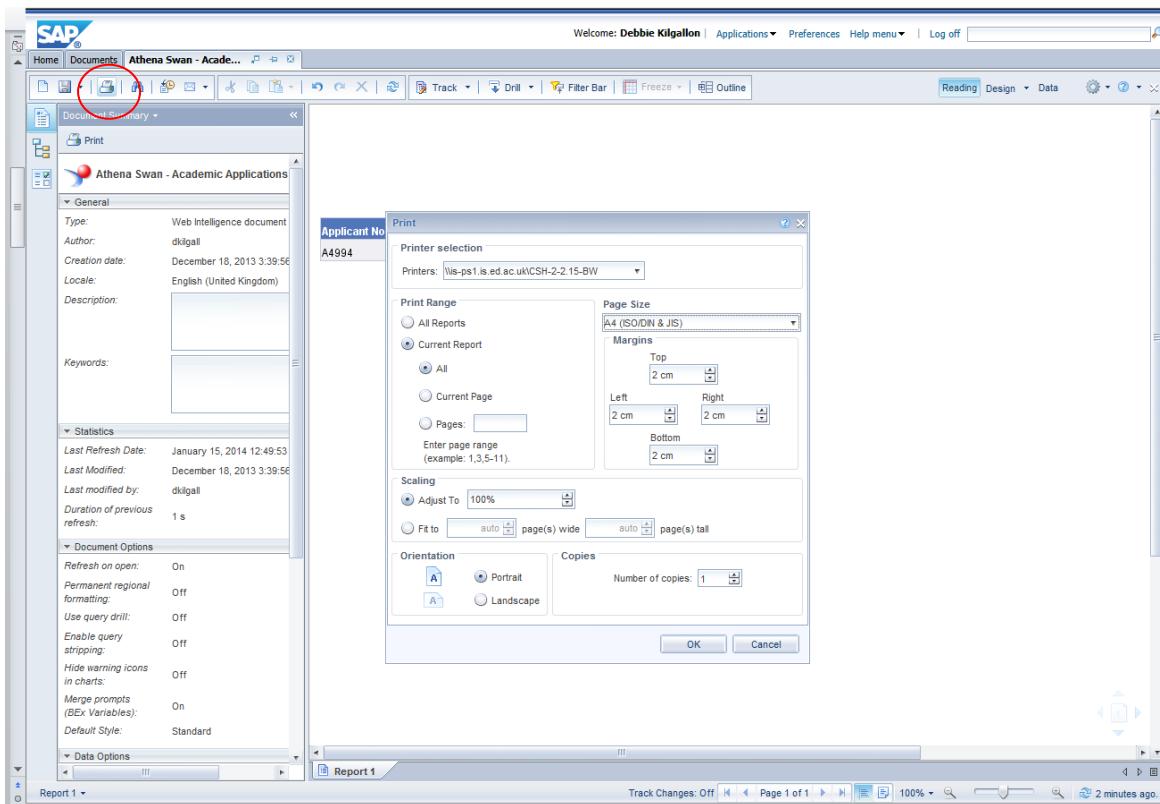
Tip: Click on the advanced button to set your report to refresh on open

Deleting a Document

Highlight the document in your list of documents by clicking on it once. Go to the organize menu at the top of the screen and select Delete.

Printing Documents

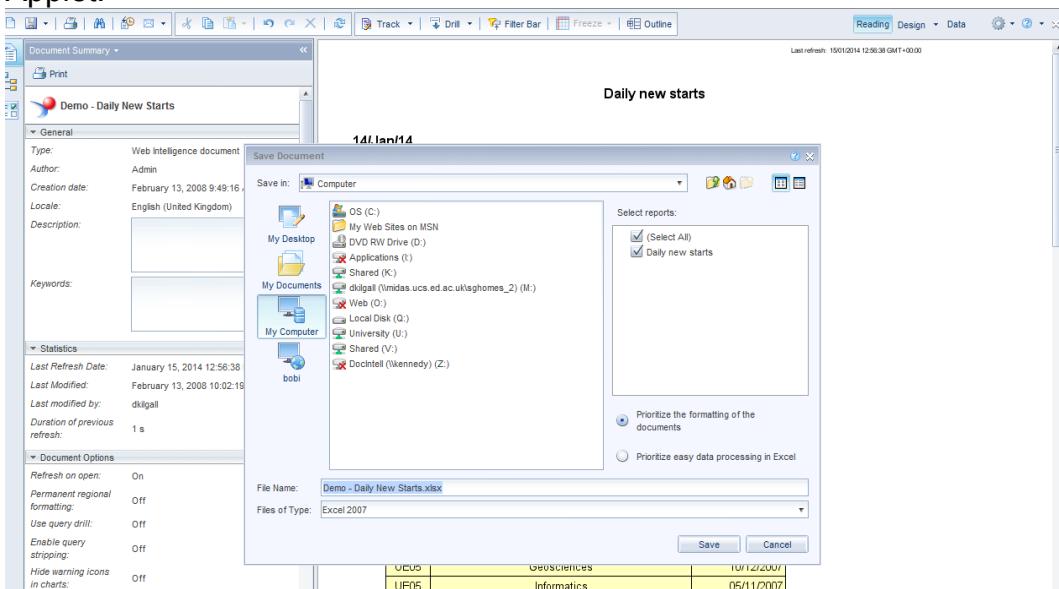
You can print reports directly from BI suite by clicking on the print button at the top of the report. A print options box will appear where you can select the printer you wish to print to, the number of pages, paper size, orientation etc and then you click OK.



Exporting Reports to Excel

To export a report into Excel you need to click on the arrow next to the Save icon in the toolbar and select 'Save as' and then select where you want to save the document (i.e. My Computer, My Desktop etc), make sure the 'Files of Type' box shows 'Excel' and click save. You then need to go to the location you have saved the document in and open it in excel. **Please Note:** If your settings for Web Intelligence are set to HTML rather than Applet, there is a slightly different process for exporting documents to excel.

Applet:



HTML:

The screenshot shows the SAP BI Suite interface. A red circle highlights the 'Export Document As' dropdown menu in the top toolbar. The menu options include PDF, Excel 2007, Excel, CSV Archive, and Text. Below the toolbar, a report titled 'Daily new starts' is displayed, showing a table of data with columns: Grade, Level 5 Unit Name, and Service Start Date. The data includes entries for Central Trades, AS Property, Estate Development, etc.

| Grade | Level 5 Unit Name | Service Start Date |
|-------|----------------------------------|--------------------|
| TR01 | Central Trades | 12/11/2007 |
| UE01 | AS Property | 05/11/2007 |
| UE01 | AS Property | 12/11/2007 |
| UE02 | Estate Development | 05/11/2007 |
| UE02 | Portering Non Central | 26/11/2007 |
| UE03 | AS Catering | 05/11/2007 |
| UE03 | AS Property | 18/12/2007 |
| UE03 | Centre for Inflammation Research | 19/11/2007 |
| UE03 | Reid School of Music | 19/11/2007 |

Corporate Documents

These documents are reports which can be run by any BI Suite user and are located in the drawer called 'Folders'.

The screenshot shows the SAP BI Suite 'Documents' view. On the left, there is a tree view of 'My Documents' and 'Folders'. Under 'Folders', there are several categories like 'Public Folders', 'Human Resources', 'Information Services Group', and 'Training'. On the right, a list of corporate documents is shown, each with a preview icon and a title. The titles include 'Personal Rep', 'Time Lost Re...', 'Age Gender I...', 'Bradford Fac...', 'Contract Rev...', 'Contract Rev...', 'Daily - Staff...', 'Daily New St...', 'Demo - Daily...', 'Demo - STAF...', 'DEMO-Contr...', 'drich', 'FTC Percenta...', 'Full time equ...', 'Individuals fo...', and 'List employee...'. The 'Demo - Daily...' document is highlighted.

The security set-up is such that each user will see only the information relating to his/her own College/Support Group. It is advisable to set the document to refresh automatically so that other users will be able to see their own data.

Corporate Documents can be saved as personal documents and then edited to meet your own requirements.

Amending Corporate Documents

It is possible to amend a corporate document for your own use which you can then save in your 'My Favourites' folder if you wish. Please note, standard users cannot add anything to the query of a corporate document, they can only amend the results objects shown in the report and the layout of the report.

When you run the report that you want to use it will display in 'Reading' mode. In order to amend the report you need to change to design mode and select the option 'With Data':

Daily new starts

26/Feb/14

| Grade | Level 5 Unit Name | Service Start Date |
|-------|---------------------------------------|--------------------|
| AC3B | Centre for Population Health Sciences | 08/01/2014 |
| AC3B | Centre for Sport and Exercise | 16/01/2014 |
| ACN2 | Centre for Clinical Brain Sciences | 01/02/2014 |
| AFC6 | Centre for Sport and Exercise | 13/01/2014 |
| AMN2 | Centre for Cardiovascular Sciences | 01/02/2014 |
| AMN2 | Centre for Inflammation Research | 01/01/2014 |
| AMN2 | Centre for Inflammation Research | 06/01/2014 |
| AMN2 | Centre for Medical Education | 05/02/2014 |
| AMN2 | Edinburgh Dental Institute | 03/02/2014 |
| ARC | Informatics | 01/02/2014 |
| ARC | Informatics | 10/02/2014 |
| NONE | Royal Dick Veterinary Studies | 13/01/2014 |
| OTHS | Geosciences | 13/01/2014 |
| TR01 | Bush Trades | 06/01/2014 |
| TR01 | Central Trades | 03/01/2014 |
| TR01 | Central Trades | 06/01/2014 |
| UE01 | AS Catering | 03/02/2014 |
| UE01 | AS Property | 13/01/2014 |
| UE01 | Cleaning Central | 06/01/2014 |
| UE01 | Cleaning Central | 07/01/2014 |
| UE01 | Cleaning Central | 08/01/2014 |
| UE01 | Cleaning Central | 09/01/2014 |
| UE01 | Cleaning Central | 10/01/2014 |

Daily new starts

Track changes: Off | Page 1 of 1+ | 100% | 1 minute ago

You then need to select the option to show all the objects in the report at the left of the screen:

Daily new starts

26/Feb/14

| Grade | Level 5 Unit Name | Service Start Date |
|-------|---------------------------------------|--------------------|
| AC3B | Centre for Population Health Sciences | 08/01/2014 |
| AC3B | Centre for Sport and Exercise | 16/01/2014 |
| ACN2 | Centre for Clinical Brain Sciences | 01/02/2014 |
| AFC6 | Centre for Sport and Exercise | 13/01/2014 |
| AMN2 | Centre for Cardiovascular Sciences | 01/02/2014 |
| AMN2 | Centre for Inflammation Research | 01/01/2014 |
| AMN2 | Centre for Inflammation Research | 06/01/2014 |
| AMN2 | Centre for Medical Education | 05/02/2014 |
| AMN2 | Edinburgh Dental Institute | 03/02/2014 |
| ARC | Informatics | 01/02/2014 |
| ARC | Informatics | 10/02/2014 |
| NONE | Royal Dick Veterinary Studies | 13/01/2014 |
| OTHS | Geosciences | 13/01/2014 |
| TR01 | Bush Trades | 06/01/2014 |
| TR01 | Central Trades | 03/01/2014 |
| TR01 | Central Trades | 06/01/2014 |
| UE01 | AS Catering | 03/02/2014 |
| UE01 | AS Property | 13/01/2014 |
| UE01 | Cleaning Central | 06/01/2014 |

Daily new starts

Track changes: Off | Page 1 of 1+ | 100% | 1 minute ago

The list panel is updated.

Once you have done this you can drag and drop objects in or out of the report as required. When dragging items into the report if you hover over an existing column the item you are dragging in will replace the existing column. If you hover at the end of the column the item you are dragging will be inserted as a new column:

This screenshot shows the SAP BusinessObjects Designer interface. The main area displays a table titled "Daily new starts" with data from February 26, 2014. The table has columns for Grade, Level 5 Unit Name, and Service Start Date. A red circle highlights the header cell for "Service Start Date". A tooltip above the cell says "Snapshot Date (Drop here to replace cell)". The table contains 20 rows of data, such as AC3B, Centre for Population Health Sciences, 08/01/2014; AC3B, Centre for Sport and Exercise, 16/01/2014; etc.

This screenshot shows the SAP BusinessObjects Designer interface with the same table as the previous one. However, the "Service Start Date" header cell is now empty, indicated by a small blue placeholder icon. A red circle highlights this empty header cell. A tooltip above it says "Snapshot Date (Drop here to insert cell)". The rest of the table structure and data remain the same.

The tabs at the top of the report allow you to change the format of the report e.g. colours, fonts text size etc. From here you can also add in additional tables, cells, formulae etc.

e.g. if you want to add a title to the report or add a total to a numerical column. Please see some examples below:

The screenshot shows the SAP BusinessObjects Designer interface. The ribbon at the top has tabs for File, Report Elements, Formatting (which is circled in red), Data Access, Analysis, and Page Setup. Below the ribbon is a toolbar with various icons for font, border, cell, style, numbers, alignment, size, padding, and tools. On the left, there's a navigation pane titled 'Available Objects' with a tree view showing 'Demo - Daily New Starts' expanded, containing 'Full Name', 'Grade', 'Level 5 Unit Name', 'Service Start Date', and 'Snapshot Date'. A search bar at the top right contains the formula '=([Level 5 Unit Name]'. The main area displays a report titled 'Daily new starts' with a date '26/Feb/14'. The report contains a table with three columns: Grade, Level 5 Unit Name, and Service Start Date. The data is as follows:

| Grade | Level 5 Unit Name | Service Start Date |
|-------|---------------------------------------|--------------------|
| AC3B | Centre for Population Health Sciences | 08/01/2014 |
| AC3B | Centre for Sport and Exercise | 16/01/2014 |
| ACN2 | Centre for Clinical Brain Sciences | 01/02/2014 |
| AFC6 | Centre for Sport and Exercise | 13/01/2014 |
| AMN2 | Centre for Cardiovascular Sciences | 01/02/2014 |
| AMN2 | Centre for Inflammation Research | 01/01/2014 |
| AMN2 | Centre for Inflammation Research | 06/01/2014 |
| AMN2 | Centre for Medical Education | 05/02/2014 |
| AMN2 | Edinburgh Dental Institute | 03/02/2014 |
| ARC | Informatics | 01/02/2014 |
| ARC | Informatics | 10/02/2014 |
| NONE | Royal Dick Veterinary Studies | 13/01/2014 |
| OTHS | Geosciences | 13/01/2014 |
| TR01 | Bush Trades | 06/01/2014 |
| TR01 | Central Trades | 03/01/2014 |
| TR01 | Central Trades | 06/01/2014 |
| UE01 | AS Catering | 03/02/2014 |
| UE01 | AS Property | 13/01/2014 |
| UE01 | Cleaning Central | 06/01/2014 |

This screenshot is identical to the one above, except the 'Report Elements' tab is highlighted in red in the ribbon. The rest of the interface, including the toolbar, available objects tree, search bar, report title, date, table data, and footer information, is the same.

The screenshot shows the SAP BI Suite interface. At the top, the SAP logo is visible, followed by the welcome message "Welcome: Debbie Kilgallon | Applications ▾ Preferences Help menu ▾ Log off". The title bar says "Home Documents Demo - Daily New Sta...". The toolbar includes "Report Elements", "Formatting", "Data Access", "Analysis" (which is circled in red), and "Page Setup". Below the toolbar are "Filters", "Data Tracking", "Display", "Conditional", "Interact / Functions" (also circled in red), and "Page Setup". The main area shows a tree view under "Available Objects" with "Demo - Daily New Starts" expanded, showing "Full Name", "Grade", "Level 5 Unit Name", "Service Start Date", and "Snapshot Date". A table titled "Daily new starts" is displayed, dated 26/Feb/14. The table has columns: Grade, Level 5 Unit Name, and Service Start Date. The data is as follows:

| Grade | Level 5 Unit Name | Service Start Date |
|-------|---------------------------------------|--------------------|
| AC3B | Centre for Population Health Sciences | 08/01/2014 |
| AC3B | Centre for Sport and Exercise | 16/01/2014 |
| ACN2 | Centre for Clinical Brain Sciences | 01/02/2014 |
| AFC6 | Centre for Sport and Exercise | 13/01/2014 |
| AMN2 | Centre for Cardiovascular Sciences | 01/02/2014 |
| AMN2 | Centre for Inflammation Research | 01/01/2014 |
| AMN2 | Centre for Inflammation Research | 06/01/2014 |
| AMN2 | Centre for Medical Education | 05/02/2014 |
| AMN2 | Edinburgh Dental Institute | 03/02/2014 |
| ARC | Informatics | 01/02/2014 |
| ARC | Informatics | 10/02/2014 |
| NONE | Royal Dick Veterinary Studies | 13/01/2014 |
| OTHS | Geosciences | 13/01/2014 |
| TR01 | Bush Trades | 06/01/2014 |
| TR01 | Central Trades | 03/01/2014 |
| TR01 | Central Trades | 06/01/2014 |
| UE01 | AS Catering | 03/02/2014 |
| UE01 | AS Property | 13/01/2014 |
| UE01 | Cleaning Central | 06/01/2014 |

Log out of BI Suite

To exit from BI Suite, click on the Log off option on the right hand corner of the screen. Be careful not to log completely out of EASE if you are running other EASE applications or these will close down as well.

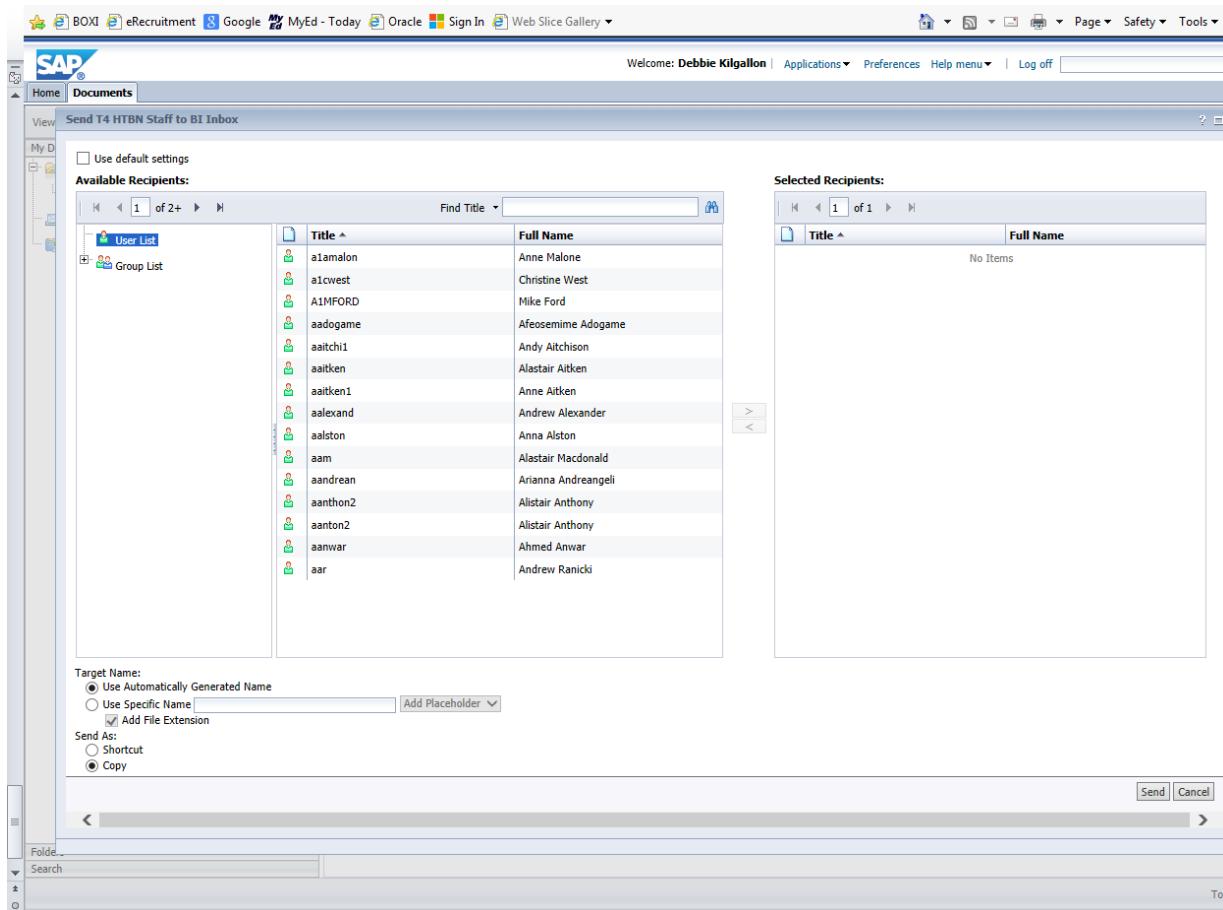
Section 2: Sharing Data with Colleagues

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Sending Documents

A document can be sent to any other BI Suite user. If a document is sent through this system, it will be found in the section marked Inbox.

To send a document, highlight the document in your list, click the ‘Send’ command on the tool bar and choose ‘BI Inbox’ from the drop down list. This will call up the following screen



You can search for a user by typing a username in the box marked ‘Find title’ and then click the binoculars next to the box or you can scroll through the ‘available recipients’ list to select the user that you want. Once you find the user that you want you need to click on the arrow to put that user into the ‘selected recipients’ box. Once you have all the users that you want in the ‘selected recipients’ box you need to click in the radial button next to ‘copy’ under Send As: and then click on the send button at the bottom of the screen.

Welcome: Debbie Kilgallon | Applications ▾ Preferences Help menu ▾ Log off

Send T4 HTBN Staff to BI Inbox

Available Recipients:

| Title | Full Name |
|----------|---------------------|
| a1amalon | Anne Malone |
| a1cwest | Christine West |
| A1MFORD | Mike Ford |
| aadogame | Afosemimie Adogame |
| aaitchi1 | Andy Aitchison |
| aaikten | Alastair Aitken |
| aaikten1 | Anne Aitken |
| aalexand | Andrew Alexander |
| aalston | Anna Alston |
| aam | Alastair Macdonald |
| aandrean | Arianna Andreangeli |
| aanthon2 | Alistair Anthony |
| aantron2 | Alistair Anthony |
| aanwar | Ahmed Anwar |
| aar | Andrew Ranicki |

Selected Recipients:

| Title | Full Name |
|--------|---------------|
| susanm | Susan McLaren |

Target Name:
 Use Automatically Generated Name
 Use Specific Name Add Placeholder ▾
 Add File Extension

Send As:
 Shortcut
 Copy

Send Cancel

Folders Search Total: 8

Please Note: only advanced users can build reports and/or amend queries

Definitions – Objects, Classes and Universes

Objects

Objects are elements in a Universe that correspond to a selection of data in the database. Object names are often the same business terms that you use in your everyday activities. Examples of object names, employee number, Full name, Salary, Funding

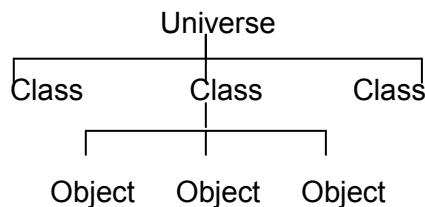
Objects are used to build queries and to retrieve data for reports. A description will appear at the bottom of the screen when each object is selected.

Classes

Classes are logical groups of related objects. For example, the Organisation class contains College/Support Group, School/Planning Unit, and Organisation name objects.

Universes

A universe is a logical group of classes. The universes used by Human Resources are HR_PPIP Management Information (which gives access to employee information) and HR_eRecruitment

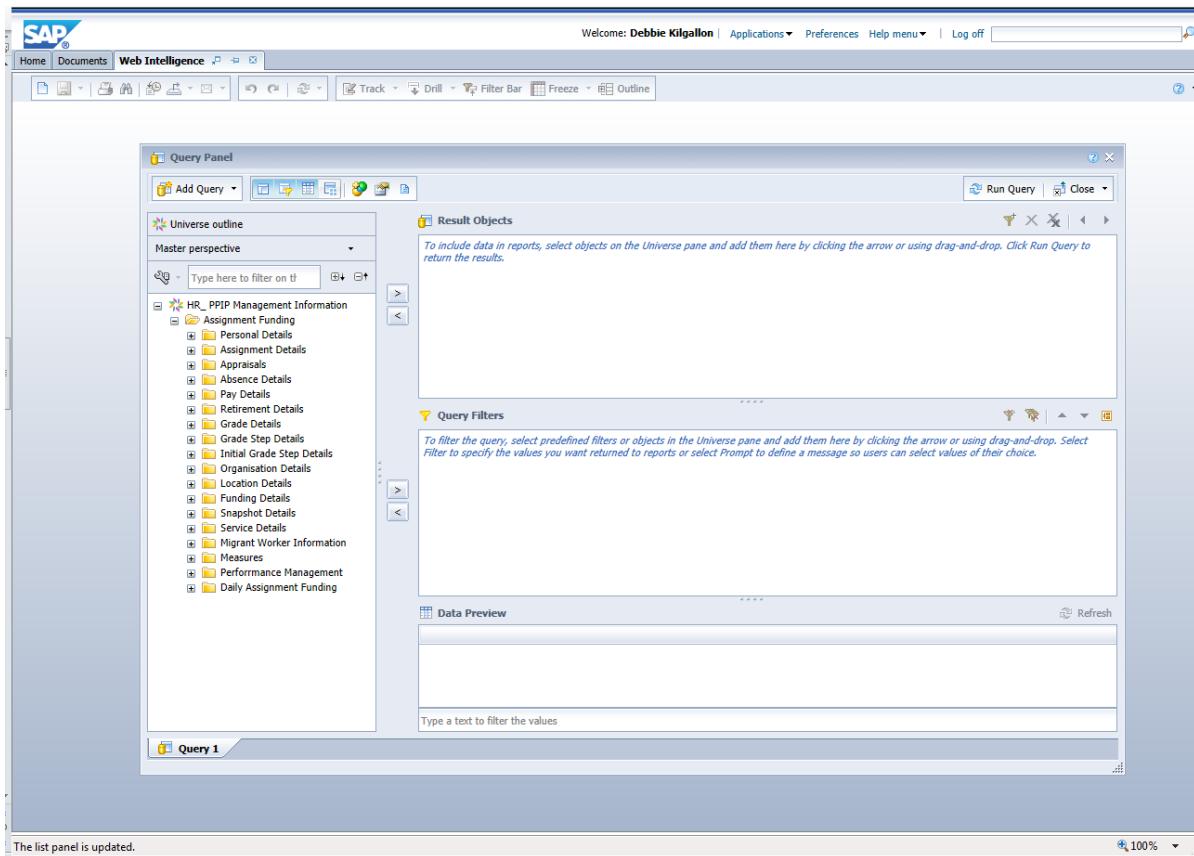


Access to a specific Universe can be requested from the [HR Systems Team](#) by filling in an [Access to HR Data form \(HR form 85\)](#).

The Web Panel

Queries are built in the Web Panel which consists of:

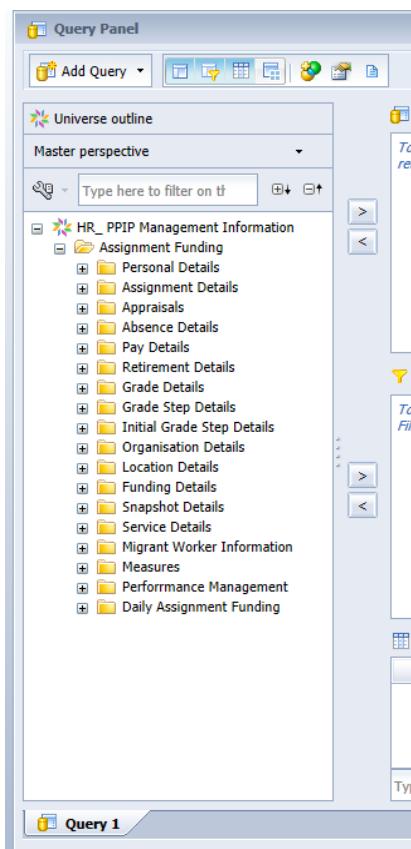
1. Classes and Objects
2. Section and Table
3. Object Description



1. Classes and Objects

The data box shows you the available classes and objects in your selected universe. From this box you will select the objects you want in your report. See [Field Names and Descriptions](#) for the full list of classes and objects in the PPIP Man Info Universe.

When the Query Panel opens, the class folders are closed. Clicking on the + sign next to the class will expand the folder to show the objects it contains.



Each Class can be contracted again by clicking on the minus sign.

Please note: The classes shown on the screen should be used if historical information is required. If you wish to produce a report using current data, click on the + sign next to 'Daily Assignment Funding' which will produce all the daily classes and objects.

Care should be taken not to mix up the daily and historical classes (i.e. if current data is required, ensure all objects selected are within the 'daily' classes) otherwise the information returned will not be accurate or the report may not run.

2. Result Objects

The section on the right is where the objects from the Classes and Objects box are placed to define the data retrieved by the query.

The screenshot shows the SAP Web Intelligence interface. The top navigation bar includes 'Welcome: Debbie Kilgallon | Applications ▾ Preferences Help menu ▾ Log off'. Below the header is a toolbar with various icons. The main area is divided into several panes:

- Query Panel:** On the left, it shows the 'Universe outline' with a tree view of objects under 'HR_PPIP Management Information'. Some nodes are expanded, such as 'Assignment Funding' and 'Organisation Details'. A search bar says 'Type here to filter on t'.
- Result Objects:** This pane contains three selected objects: 'College/Support Group Name', 'School/Planning Unit Name', and 'Level 5 Unit Name'. There are arrows to move objects between this pane and the Universe outline.
- Query Filters:** A panel with the instruction: 'To filter the query, select predefined filters or objects in the Universe pane and add them here by clicking the arrow or using drag-and-drop. Select Filter to specify the values you want returned to reports or select Prompt to define a message so users can select values of their choice.'
- Data Preview:** A large empty area with a 'Refresh' button at the top right.
- Query 1:** At the bottom left, there's a small pane labeled 'Query 1'.

A status bar at the bottom left says 'The list panel is updated.' and a zoom control at the bottom right shows '100%'. The overall interface is light blue and white.

Clicking on run query at the top of the page will pull the data you have requested from the universe.

The screenshot shows the SAP BusinessObjects Designer interface. At the top, there's a toolbar with various icons for file operations like New Document, Save, Print, etc. Below the toolbar is a ribbon bar with tabs for Report Element, Format, Data Access, Analysis, and Page Setup. The main workspace contains a table with three columns: College/Support Group, School/Planning Unit, and Level 5 Unit Name. The table is populated with numerous entries, such as 'Administration, Comr Academic Registrar' under 'College/Support Group'. A context menu is open over one of the table rows, with the option '=NameOf([College/Support Group Name])' highlighted. On the left side, there's a navigation pane titled 'Available Objects' with a tree view showing categories like 'New Document', 'College/Support Group Name', 'Level 5 Unit Name', 'School/Planning Unit Name', and 'Variables'. The bottom of the screen shows a status bar with 'Report 1', 'Track Changes: Off', 'Page 1 of 1+', '100%', and a timestamp '8 minutes ago'.

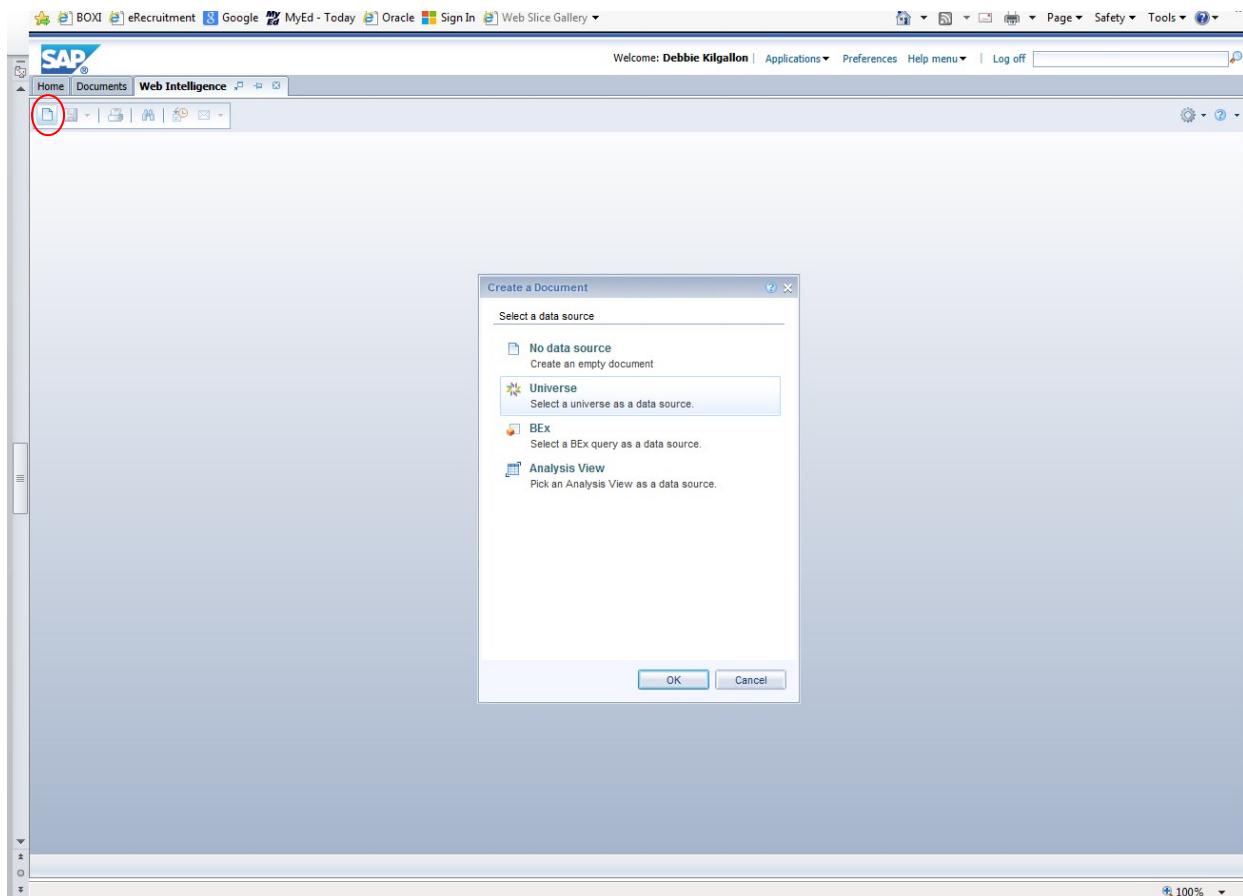
3. Object Description

The description of the object can be seen when you hover the mouse pointer over the object name, when the object is selected.

This screenshot shows the SAP BusinessObjects Query Studio interface. On the left, there's a tree view of objects under 'Organisation Details', including 'Level 5 Unit Name' which is currently selected and highlighted in blue. To the right of the tree view is a 'Query Filters' pane with a yellow filter icon. Below it, a tooltip for 'Level 5 Unit Name' is displayed, showing its type as 'string' and a detailed description: 'The name of the parent organisation unit of the assignment organisation, e.g. English Language. [Note: this object was previously called "Department Name".]' At the bottom of the screen, there's a search bar with the placeholder 'Type a text to filter the values' and a tab labeled 'Query 1'.

Creating a new document by building a query

From the Home Page click on Applications and select Web Intelligence from the list which opens a new tab. Click on the new document icon on the toolbar and select 'Universe' from the list and click OK. This then brings up your list of universes to choose from. Staff information is contained in the HR_PPIP Management Information Universe.



Adding and Removing Objects to a Query

There are several ways to move objects into, and out from, the Result Objects box.

To add an object to a query, you can:

- Drag and drop an object into the Result Objects box
- Double click on an object – the object is added to the end of the query

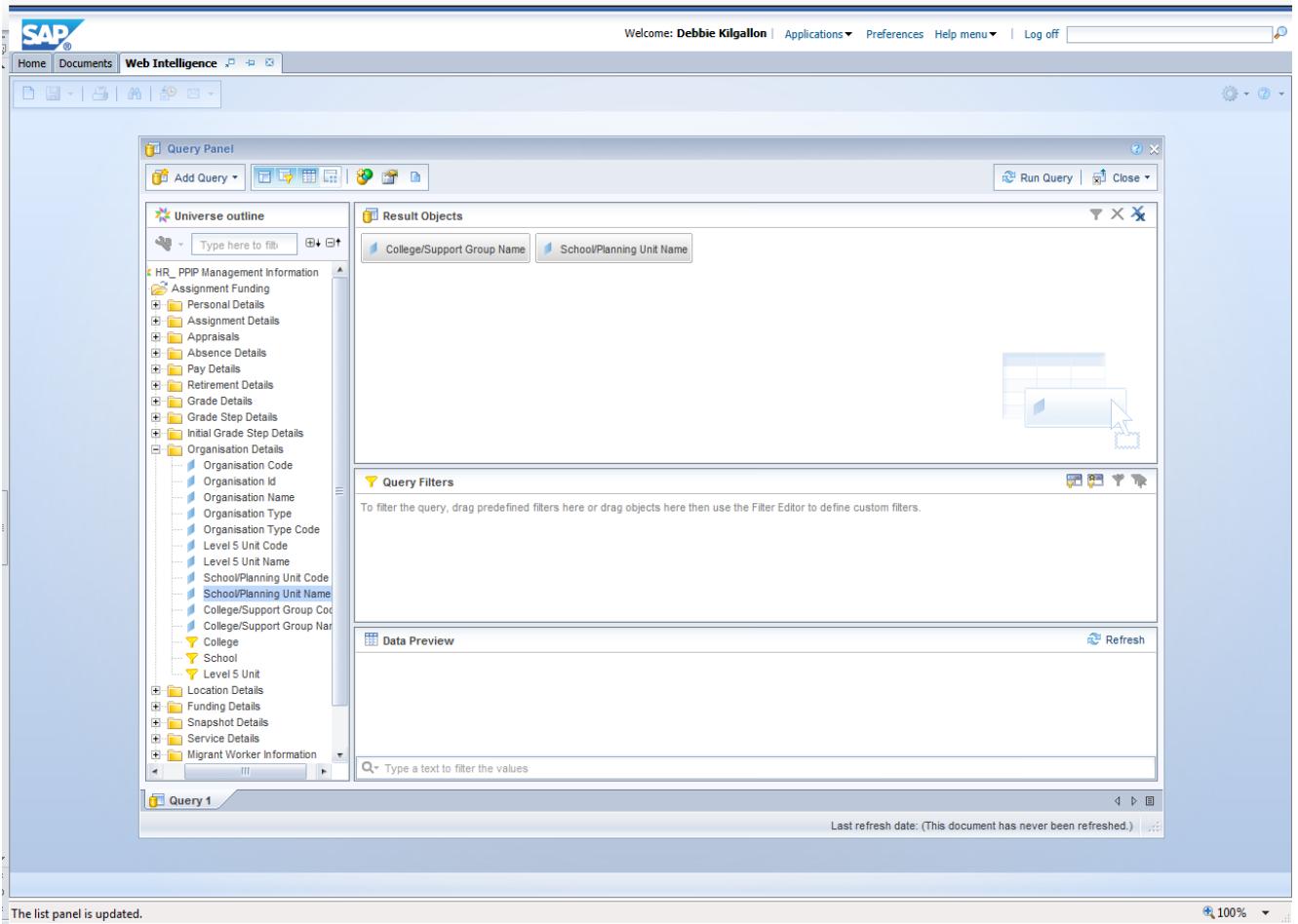
To delete an object from a query:

- Drag and drop it back into the Data box
- Select the object and press the Delete key

To run the query, click on the *Run Query* button at the top of the screen.

The amount of data returned can be reduced by setting up restrictions in the Query Filters area. [See Section 3 – Restricting Data](#)

The following selection will show all Schools within all Colleges.



Editing the Results of a Query

There are two ways to edit the results displayed by a query:

- Edit the query in the conditions panel and rerun it which will change the output data
- Edit the table block which simply changes the information display and retains all the data from the initial query

To edit a query after running, click on the Data Access tab at the top of the screen and click edit. The Query Panel will appear and the objects can be amended. When you click on run query again the query will run with the amendments which have been made. Note that the new objects will not automatically appear in the report but will show in the 'data' panel at the left of the screen. You will need to drag and drop them into the report to add the information.

Section 4: Restricting Data

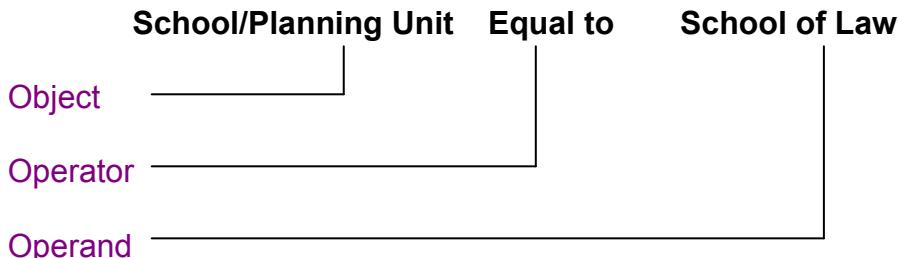
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Applying Conditions to a Query Object

Sometimes, you will want to restrict a query so that it returns data related to a subset of values for an object rather than all the values

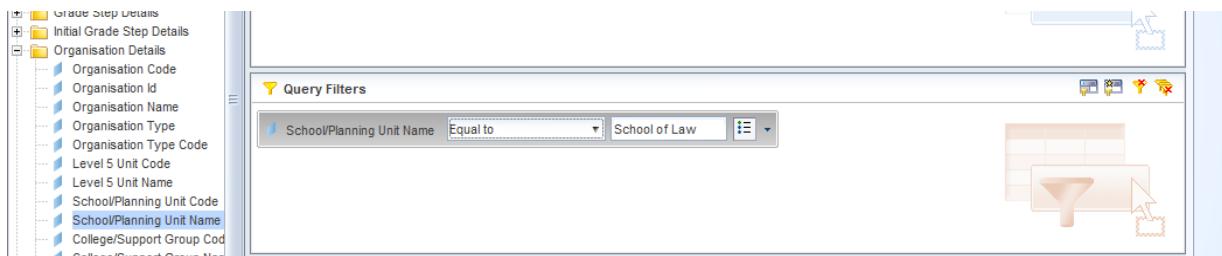
e.g. you may wish to see data for a certain School rather than the whole College.

A condition has 3 elements:



There are several different types of conditions that you can use in BI Suite:

1. Single and multi-value conditions
 2. Prompted condition
 3. Multiple conditions
-
1. Single and multi-value conditions. In a single value condition you limit the data returned to one single value for that object. E.g. School equal to School of Law



Multi-value conditions allow you to select multiple values by using a different operator such as In List. To select multiple values select 'Value(s) from list'.

If 'Value(s) from list' is selected, a list of options is displayed. Several operands can be selected by double clicking each one or pressing the arrow to move them into the 'Value(s) selected' box. See example below – The Schools of Chemistry and Divinity are selected.

The screenshot shows the SAP Web Intelligence interface. In the center, a 'List of Values' dialog box is open, titled 'School/Planning Unit Name'. It displays a list of planning unit names, with 'School of Chemistry' and 'School of Divinity' selected. The dialog includes a search bar at the bottom and buttons for 'OK' and 'Cancel'. The background shows the SAP interface with various tabs like 'Report Element', 'Format', 'Data Access', and 'Analysis'.

- Prompted condition. Choose 'Prompt' instead of 'Value(s) from list'. When the query is run, the user must select from the list of values (see below)

The screenshot shows the SAP Web Intelligence interface with a 'Prompts' dialog box overlaid. The dialog is titled 'Enter values for School/Planning Unit Name: Hum...' and contains a text input field 'Type a value:' and a list of planning unit names. 'Human Resources Planning Unit' is selected. The background shows the SAP interface with various tabs like 'Report Element', 'Format', 'Data Access', and 'Analysis'.

3. Multiple Conditions. Conditions can also be combined to increase control over the data a document contains. To combine conditions, add them to your query. BI Suite automatically combines them with an 'and' (as shown below). Once combined, you can determine how the conditions work together by changing the logical operator from 'and' to 'or' which broadens the scope of the query, as the data retrieved can meet either the first or the second condition to be valid. When using 'and', the data must meet with both conditions.

If there are three or more conditions in the query, they can be bracketed together.

To bracket conditions click on one of the conditions and drag it on top of the other condition and let it go. This will bracket the two conditions together separate from any other conditions that you have in the query. To change the operator from and to or (and vice versa), click on the one which is displayed.

You can use as many brackets on the page as the conditions allow.

The screenshot shows the SAP Web Intelligence Query Panel interface. In the 'Result Objects' pane, five fields are selected: Employee Number, Full Name, College/Support Group Name, School/Planning Unit Name, and Level 5 Unit Name. The 'Query Filters' pane contains two filter criteria under an 'AND' operator. The first criterion is 'School/Planning Unit Name In List School of Biomedical Sciences'. The second criterion is 'Job Segment 2 In List ACADEMIC'. Below these, another 'OR' operator is present with the criterion 'Grade In List UE08'. The 'Universe outline' pane on the left lists various HR-related dimensions and facts, such as Assignment Funding, Personal Details, Assignment Details, Job Title, Position Number, and Job Segment 1 through 3. The 'Data Preview' pane at the bottom is currently empty.

The above query will show all staff in the School of Biomedical Sciences with a grade of UE08 or a Job Segment 2 of Academic